

Statement of Economic Interests Procedures 2010

Prior to Filing Deadline (February 8th – 26th)

- a. Each SEI that is received (State & County) should be recorded on the “2010 Candidate SEI Tracker Spreadsheet”. (R/CRO/SEI/2010 Candidate SEI Tracker.xls) Only complete the “Name & Address fields.
 - b. Candidates that filed a 2009 SEI that have no changes can file only the “No Change SEI”
 - c. Candidates that filed a 2009 SEI but need to make changes will file the “Long Form” (Amended)
 - d. Candidates that did not file a 2009 SEI will file the “Long Form”
2. SEI’s are then filed in alpha order in a file box until they are to be delivered to the Ethics Commission; generally SEI’s should be hand delivered at the end of each week; however this could vary depending on volume. (approximately 50-75 max)
 3. On the delivery day, update the spreadsheet’s “Ethics Delivery Date” column for each SEI with the current date.
 4. When SEI’s are delivered to Ethics they must be accompanied by the updated spreadsheet and a SEI Certification (R/CRO/SEI/SEI Certification) notarizing Mr. Bartlett’s signature. Keep a copy of each for your records. If possible you may wish to get Mr. Bartlett to sign a few blank certifications in advance, as you will often get a request to deliver SEIs when Mr. Bartlett is not available.

After the Filing Deadline (February 27th)

5. Request a listing of all filed candidates (that are required to file the SEI) from Candi. (Providing Candi with the spreadsheet format would be helpful so that the list is returned in the same format as original.)
6. Upon receipt of the list from Candi (Mid March), combine the previous spreadsheet with Candi’s new spreadsheet by locating each candidate from your list on Candi’s list. Candi’s list will have all fields completed with the exception of “Ethics Delivery Date” which you will need to update from your list. Once you have updated delivery dates for all persons on your original spreadsheet, you can eliminate the original listing and only use Candi’s list for future updates.
7. The updated list is required to be certified to the Ethics Commission by Mr. Bartlett ASAP. Ethics has requested that this list at our earliest convenience.
8. As additional SEI’s are filed after the deadline, file them in the alpha box until the day that they will be delivered to Ethics at which time you will use the SEIs to update the spreadsheet with the actual delivery date.
9. Sort the listing by “Ethic Delivery Date” so that it is easier for you and the Ethics to confirm that all SEI’s which are being delivered are in fact on the spreadsheet.
10. Repeat steps 9 & 10 until SEI’s are no longer being received.
11. Keeping your spreadsheet current is very important as you will receive daily requests from the Ethics, Kim & CBE for confirmation of who has filed an SEI or whether a particular SEI has been delivered to Ethics.

FAQ

- Q. Can the CBE keep a copy of the SEIs that are filed with their office and make it available to the public?
- A. **No, SEIs should only be made available to the public from the Ethics Commission**
- Q. If a SEI is received by mail and doesn't contain a original notary, should it be returned to the candidate?
- A. **No, the Ethics Commission will follow up on missing notaries, however if the candidate is before you and you realize that the notary is missing, make every attempt to get the form notarized.**
- Q. Should the CBE hold the SEI's in their office until after the deadline (26th)
- A. **No, CBE should forward original SEI's to the SBE on a weekly basis upon receipt.**
- Q. Should CBE's forward copies of the candidates "Notice of Candidacy" to SBE?
- A. **No, CBE should not send copies or original Notice of Candidacies to SBE along with their SEIs.**
- Q. How will SBE know if SEI's that should be filed with SBOE are being delivered directly to the ethics commission?
- A. **Any candidate SEI's that the Ethics Commission receives that does not have a SBOE date stamp will be mailed to SBOE so that they can be certified by SBOE.**
- Q. If an incumbent filed an SEI in 2009 are they required to file again w/ SBOE in 2010?
- A. **Yes, however, if a 2009 SEI was filed with Ethics, that candidate can submit a one page notarized "No Change" SEI Form rather than completing the entire "Long Form".**

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